

Department of Health & Welfare Bureau of Facility Standards Residential Care and Assisted Living Checklist	Version Date: 3/06 Page 1 of 1 Checklist #11	
<u>Functional Area:</u> Mental Health Contract Beds	Yes = In Compliance No = Further Action	
<u>Objective:</u> Ensure facilities who agree to take short-term residents designated by the mental health program of the Department receive strong support and supervision.		
Specific Criteria	Yes	No
Requirements: IDAPA 16.03.22.340		
1. Does the facility have a full license? {IDAPA 16.03.22.340.01}		
2. Does your staffing schedule include at least 1 staff member who is up and awake at night to assure the safety of all residents? {IDAPA 16.03.22.340.01}		
3. Does the facility have a written contract with the Department outlining the responsibilities of both parties? Plus, does it contain information listing the names and telephone numbers of individuals who may be contacted if questions arise regarding the residents' care? {IDAPA 16.03.22.340.02}		
4. Does the facility have the results of a Department assessment on file, which clearly assures that the resident is not a danger to them self or others? {IDAPA 16.03.22.340.03}		
5. Have personnel received the required orientation and training in providing care for residents with mental illness, as outlined on the Staff Training Checklist # 20? {IDAPA 16.03.22.340.04}		
Record Keeping or Documentation: IDAPA 16.03.22.710.07, 711.05		
1. Does the administrator assure the facility has the written contract with the Department on file in the resident's record? {IDAPA16.03.22.715.01}		
2. Does the administrator assure the facility has the results of the Department assessment, which clearly says the resident is not a danger to them self or others, in the resident's care record? {IDAPA16.03.22.715.02}		

The check lists can be used as a quality improvement tool and are offered as a helpful guide. They do not take the place of the rule requirements. It is highly recommended that the check lists be used in conjunction with the rules themselves.